

# Valley Water District

14515 Pioneer Way East, Puyallup, WA 98372

Telephone: 253-841-9698 / Fax: 253-770-8959

Email: [service@valleywaterdistrict.com](mailto:service@valleywaterdistrict.com)

## Steps to Obtaining Water Service (Billing begins as of the date the water meter is installed)

- 1.) *Certificate of Water Availability*  
This document is required by Pierce County for your building permit or septic design approval. Only the landowner may make application for a *Certificate of Water Availability*. The signed application must be accompanied by the appropriate application fee, along with a site plan and a vicinity map of the parcel which is the subject of the request. The *Certificate* also requires the landowner's signature which will require a visit to the District office. District business hours are Monday through Friday, 8:00 a.m. to 4:30 pm. Please allow 7 - 10 business days for preparation of the *Certificate*.
- 2.) *Application for Water Meter Installation*  
Only the landowner may make application for water service. The signed application must be accompanied by payment in full of the all facilities charges and meter installation fees which are applicable at the time of application. Fees and charges will be stated at the time of issuance of the *Certificate of Water Availability*. All fees and charges are subject to change.
- 3.) *Connection Control Survey*  
The State Health Department has established rules and requirements to enable the water district to protect our water systems from potential cross contamination. It is the responsibility of the District to identify potential cross connection hazards among our water systems and then take appropriate action to protect against them. The *CCC Survey* is a tool for determining where these hazards may exist. The District will follow-up with you regarding any action required.
- 4.) *Pierce County Water Service Line Inspection*  
Valley Water District may install the meter but will not turn on water service until approval of your water service line ditch inspection has been confirmed. Call *Pierce County Building and Land Services* at 253-798-7290 and schedule a ditch inspection of your water service line. Then provide a copy of your inspection report to the District.
- 5.) *Schedule for Water Service and/or Water Meter Installation*  
Please allow 4 - 6 weeks for a new service installation (Dig-In) and 2 - 3 weeks for meter box completion (Drop-In). Please note the water meter itself will remain locked until any required backflow prevention is installed and a passing BAT test is provided. Meter can be scheduled for unlock on the day of a scheduled backflow test (please call 1 business day prior). In order to keep meter on, a passing BAT test must be received by the District.
- 6.) *Water Account Activation*  
Your new water service account will be established when the District receives *Meter Application* and payment of related fees. **Billing begins as of the date the water meter is installed.**